

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF THE NEW POLICY	)	ADMINISTRATIVE ORDER
FOR PROCESSING SIGNED ORDERS,	)	
JUDGMENTS & DECREES WHEN A	)	NO.: 97-015
CERTIFIED COPY IS REQUESTED	)	
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**IT IS ORDERED** commencing January 13, 1997, the following procedure will take effect in all judges' courts for processing signed orders, judgments and decrees when a certified copy is requested by a party. Commissioners may elect to participate, but this procedure does NOT apply to criminal cases or any IV-D matters, whether handled by a judge or commissioner.

1. The attorney/party will submit to the designated division staff member the **original order, judgment or decree, a copy of the document**, and a Judgment Information Form (CV money judgments) or Judgment Data Sheet (DR decrees/orders with support payments), if required. If the paperwork does not meet criteria for any rules, the designated staff member may place a rejection form on the item and return it to the out box.
2. The designated division staff member will verify that the copy is true, place a stamp on the document copy indicating "**COPY FOR CERTIFICATION**," and forward both the original document and certification copy to the judicial officer for signature.
3. The judicial officer will sign both the original document and the certification copy and forward both to the designated division staff member or courtroom clerk for further processing. If the judicial officer makes revisions to the original document, the designated division staff member will conform the certification copy and enter the proper information in the ACS calendar area. The designated staff member needs to place a "mark" (red check, etc.) on the document. This will identify that the item has been posted. If the document does not have a "mark" the clerk will return the document to the designated division staff member for posting to ACS.  
  
(If the judge does not sign : Clerk will line through the signature space and write "unsigned" on the original and copy and place in the division pick-up box to be returned to attorney/party. **NOTE: Clerk will NOT file the unsigned original unless directed to do so by the judicial officer.**)
4. Upon receipt of the signed original and stamped copy, the courtroom clerk will hand-file both the original document and the certification copy, place the certification copy in the division pick-up box or return to attorney/party,

and deliver the original document and JIF or JDS, if required, to the filing counter. **NOTE: The courtroom clerk in judges' courts will no longer release an original order, judgment or decree to an attorney/party for purposes of filing or obtaining a certified copy.**

5. The attorney/party will retrieve the certification copy from the division and deliver it to the Clerk's Office filing counter or customer service department for certification. At that time, the attorney/party will pay the certification fee.

Two "**COPY FOR CERTIFICATION**" stamps will be provided to each division by the Clerk's Office. One stamp shall be given to the designated division staff member and one stamp provided to the courtroom clerk to use only when necessary to process signed orders, judgments or decrees in the absence of assigned division staff.

Done ~~this 3<sup>rd</sup>~~ day of February 1997.

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Robert D. Myers  
Presiding Judge

Original: Filed with the Clerk of the Court

cc: Hon. Christopher M. Skelly, Associate Presiding Judge  
Noreen Sharp, Judicial Administrator, Domestic Relations Department  
Marcus Reinkensmeyer, Deputy Court Administrator  
All Judicial Assistants

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